



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Administrative Assistant II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4111 - \$4997

DESCRIPTION OF DUTIES:

Under general direction of the Chief Deputy Treasurer, with wide latitude for independent action, performs especially difficult and responsible administrative work; relieves the Chief Deputy of a wide variety of administrative tasks; researches facts on which decisions or recommendations may be based. Duties include but are not limited to:

Essential Functions

- Assists the Chief Deputy Treasurer and relieves him/her of administrative detail
- Maintains office schedule for Chief Deputy Treasurer, including meetings, travel and related matters
- Researches problems and recommends effective courses of action
- Researches information and prepares briefings for meetings
- Researches and secures information to respond to difficult, sensitive telephone inquiries
- Reviews staff work
- Represents the Treasurer's Office at meetings
- Acts as office manager, supervising receptionist, Office Technician, and student assistants
- Reviews outgoing correspondence for consistency with policy
- Performs independent research on special assignments
- Gathers and summarizes data and develops reports
- Composes correspondence for the Chief Deputy's signature

DESIRABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands
- Ability to organize a high volume of written correspondence and materials for easy future reference
- Ability to establish and maintain cooperative relationships with those contacted
- Ability to work independently and under pressure
- Ability to recognize problems and take action to correct them
- Ability to communicate effectively, both orally and in writing
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them
- Ability to work with Microsoft Word, Excel, Outlook, and Access or similar applications
- Professional demeanor and flexibility in the face of frequently changing circumstances
- Good attendance
- Neat personal appearance

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Administrative Assistant II.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Applications will be accepted **until May 27, 2004**. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Jacquie Hayes
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:ds
05/10/04